

HEALTH BENEFITS E-NEWS

*Department of Human Resource Management
Office of Health Benefits*

September 21, 2016

Affordable Care Act (ACA) Reconciliation Report Update and Deadline

The first 2016 **BES ACA Reconciliation Report** is now available in your [HuRMan folder](#) to help you reconcile your group's data for compliance with the ACA employer mandate to report health care coverage offered to eligible participants and dependents. This report is for the period January – September 2016.

It is important that this report be reviewed and reconciled by October 11, 2016.

Make sure this report reflects an accurate record of the coverage offered by your group to all ACA-eligible participants and dependents for January – September 2016. A final ACA reconciliation and certification will be due at the end of December.

- If a record is accurate, no action is required.
- If a record is not accurate, submit the ACA Reconciliation Form marked CHANGE.
- If a record is missing from the report, submit the ACA Reconciliation Form marked ADDITION. Remember, all full-time employees need to have a record showing that they waived or enrolled in the coverage offered.

DHRM relies on the information provided by you and stored in the Benefits Eligibility System (BES) to file the required ACA reports with IRS. Additional reports are available in your [HuRMan folder](#) to help you keep all the information in BES accurate:

- **BES Enrollment Report:** Weekly reports of total membership in BES for your group - one report shows participants and the other shows corresponding covered dependents. It is available on the 3rd, 10th, 17th and 24th of each month. The reports posted on the 3rd, 10th, and 17th list the membership in BES in effect the first of that month. The report posted on the 24th lists the membership in BES in effect the first of the next month. For example, the reports posted on September 3rd, 10th, and 17th show membership in effect September 1 and the report posted on September 24th shows membership in effect October 1.
- **BES Exception Report:** Monthly report listing discrepancies found in BES that need attention. Note: system-generated SSNs that require follow-up are on this report.

Thank you for your attention and assistance in this major ACA reporting requirement. If you have questions, please contact OHB@dhrm.virginia.gov.

Please do not reply to this e-mail. You may send inquiries to the Office of Health Benefits mailbox at ohb@dhrm.virginia.gov.